

Security Information

OFFICE OF RESEARCH AND REPORTS

Staff Meeting Notes

(Meeting held at 1530 hours on 5 March 1953, 2164 "Q" Building)

Subject

Discussion

Action

AD/RR Visits

Mr. Cuthe mentioned that the division meetings scheduled at last week's staff meeting have been profitable to the AD. He has been able to learn a lot about what is going on in the various components and expressed his appreciation for the information and assistance that had been given him. AD/RR meetings with Divisions will be continued on the schedule announced insofar as possible. [REDACTED] will notify the division concerned when it becomes necessary for a meeting to be cancelled.

Information.

Mr. Cuthe announced that [REDACTED] will be in Washington during the week of 9 March to discuss [REDACTED] external research projects. He will be available the last three days of that week to discuss individual projects with individual analysts. Division Chiefs were requested to notify OAD as soon as possible if any of them wished time with [REDACTED], giving an estimate of how long would be required and an indication of what project was to be discussed.

Division Chiefs to notify OAD/RR by Friday, 6 March, if they desire an appointment with [REDACTED]

Consultant's Program

Mr. Cuthe mentioned that, although it had not been discussed individually with division chiefs, there had been some indication that the composition of some of the Consultants Panels needed to be changed. He requested that during the next three weeks all division chiefs review their consultant panel requirements and come up with a recommendation of what they actually need. If these needs are in excess of the amount originally allocated to that division as a whole, there should be a careful justification for the new requirements. Mr. Cuthe stated that he realized that divisions cannot come up with a full panel staffing in every instance, but the office as a whole does have a ceiling on consultants and therefore a coordinated study of the requirements of the entire Office is called for. [REDACTED] mentioned in this regard that the budgetary ceiling on the consultants for the current year is 91 consultants for a period of 12 days each. For next year, 100 consultants were requested. The central consultants file where qualifications, background, and names of consultants throughout the Agency are recorded was discussed.

Division Chiefs to review their over-all requirements for consultants. Mr. [REDACTED] and Mr. [REDACTED] to review Central Consultant File to determine whether any may be of interest to ORR.

DOCUMENT NO. 8
NO CHANGE IN CLASS. ☐ ☒ DECLASSIFIED

CLASS. CHANGED TO: TS
DATE 7/1/79 REVIEWER: 372044

<u>Subject</u>	<u>Discussion</u>	<u>Action</u>
<u>Plant Trips</u>	<p>Mr. Guthe mentioned that there had been some cases where, within a period of a few weeks, several ORR persons have visited to the same plant. He requested that an effort be made to coordinate arrangements for plant trips, especially where they were for training purposes and could be postponed for a short period of time without great inconvenience. Since St/C handles the laying on of plant visits, Mr. Chandler was asked to work out a system of notifying interested divisions when a plant trip is first suggested. Various ways of accomplishing this notification, such as announcements at staff meetings, Daily Diary, a form memorandum, were discussed, etc.</p>	<p>Chief, St/C to review problem and make recommendations for handling.</p>
<u>Responsibility for Classification of ORR Products</u>	<p>Mr. Guthe requested division chiefs to emphasize to all analysts that it is their responsibility to classify reports prepared by them. It appears that many analysts throughout ORR either do not understand this responsibility or do not take it seriously. It may be necessary to put out a directive to cover the subject. Since the analyst, while working on the report, has available to him the primary sources, he is in a position to classify the end-product with the appropriate security classification, including any additional security restrictions such as "CIA internal use only," "US officials only," etc.</p>	<p>Division chiefs to remind analysts of this responsibility and offer appropriate guidance.</p>
25X1A9a	<p>██████████ mentioned that the Publications Staff would be available for discussion with the analysts on this point, but that it is not possible for them to decide on the classification merely by reading the report without having reference to sources used.</p>	
<u>Communication to Analysts</u>	<p>Mr. Guthe pointed out that it was expected that Division Chiefs would devise a suitable means for getting information which was discussed at staff meetings to all analysts in their respective divisions. The communication line has seemed to break down in many instances. Mr. Guthe suggested that in addition to making copies of the staff meeting notes, and ORR's Diary available to all analysts in time to be of current value, Division Chiefs hold meetings with their branch chiefs and/or analysts discuss matters of general Division interest and to relay information from ORR Staff meetings.</p>	<p>Division chiefs to review situation in their own divisions and make appropriate arrangements.</p>
<u>Release of Material</u>	<p>25X1X7</p> <p>Mr. Guthe mentioned that the Project Control Staff is available for consultation at all times and should be consulted as early as possible during the preparation of a report to determine the likelihood of the papers needing to be sanitized for dissemination outside CIA or the IAC community. If such</p>	<p>Information.</p>

Subject

Discussion

Action

need is known in the early stages of preparation, much needless work and some embarrassment will be prevented. Mr. Guthe pointed out that we should not decrease the value of a report by omitting "US official only" material merely to make it possible for the report to go to [REDACTED] but that wherever possible, when such material is used, its use should be indicated in manuscript so that it can be identified to determine whether the balance of the report may be released [REDACTED] or the restriction removed by proper authority. 25X1X7 25X1X7

Tendency to Over Classify 25X1A9a

In this connection, [REDACTED] pointed out that documents containing some Top Secret material do not have to be classified Top Secret in their entirety. Those pages containing Top Secret material must be classified Top Secret and the over-all first cover page must be classified Top Secret; however, pages throughout the report bearing material of lower classification may be so classified. This prevents over-classification of reports which may later come out quoting or based on Secret or Confidential material which may have been classified Top Secret because of one small item on another page of the report. The Publication Staff is available for consultation on this point whenever an analyst has a problem. Information.

Proper Utilization of Clerical and Stenographic Personnel

Mr. Guthe pointed out that there have been quite a few instances in ORR where members of the clerical staff have felt that they were not being properly utilized. This is partly due to the fact that some analysts and branch chiefs have not been trained to dictate to stenographers. It was also pointed out that, because of the tremendous clerical shortage, it is often impossible to find a secretary or stenographer with sufficient time left over from straight copy typing and filing to take dictation or perform duties of a higher caliber. Mr. Guthe said that it must be recognized that the problem does exist and every effort must be made to reduce the large turnover of clerical personnel which is partly due to this problem. He requested that each division chief do his utmost to combat this problem in his own division. It was suggested also that there might be some review of the types of positions set up in the branches and that perhaps clerk-typists were really needed where secretarial positions had been established.

Division chiefs to consider problem and take steps to remedy wherever possible.

Glossary of Abbreviations from the Russian Language

25X1A9a [REDACTED] announced that a Glossary of Abbreviations of the Russian Language is being published and that OCD has requested information as to how many copies ORR would like. There will be an unclassified edition published by the Library of Congress with a classified supplement put out by the OCD Library. The supplement, which is to be a loose-leaf style, will be brought up to date periodically. 25X1A9

Division chiefs were requested to notify Mr. [REDACTED] by Wednesday, 11 March, of the number of copies required for his division.

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